

Galva-Holstein CSD Galva-Holstein EA

7/1/2006 6/30/2008

**GALVA-HOLSTEIN COMMUNITY
SCHOOLS**

**PROFESSIONAL EMPLOYEES'
CONTRACT**

2006-2008

ARTICLE I – GRIEVANCE PROCEDURE

A. Definitions

1. Grievance

A grievance is a claim by an employee, a group of employees, or the Association that there has been a violation, misinterpretation, or misapplication of any provision of this agreement.

2. Party in Interest

A “party in interest” is the person or persons making the complaint and any person including the Association or the Board, who might be required to take action, or against whom action might be taken in order to resolve the complaint.

3. Days

“Days” shall mean employee work days, except as otherwise indicated.

B. Purpose

The purpose of this procedure is to secure at the lowest possible level, equitable solutions or grievances. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

C. Procedure

1. Time Involvement

It is agreed that any investigation or other handling or processing of any grievance by the aggrieved person shall be conducted so as to result in no interference with or interruption of the instructional program and related work activities of the aggrieved person or of the teaching staff.

2. Time Limits

The number of days indicated at each level should be considered as a maximum, and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

3. Year-End Grievance

In the event a grievance is filed at such time that it cannot be processed through all the steps in this grievance procedure by the end of the school year, and if left unresolved until the beginning of the following school year, could result in irreparable harm to a party in interest, the time limits set forth herein shall be reduced so that the grievance procedure may be exhausted prior to the end of the school year or within a maximum of 30 calendar days thereafter.

4. Failure to Act

The failure of an employee (or the Association) to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to render a decision within the time limits shall permit the aggrieved person to proceed to the next step.

5. Level One (Informal)

The aggrieved person shall first discuss the complaint with the appropriate principal or his designee if the principal is not available with the objective of resolving the matter informally following the act or condition which is the basis of the complaint.

6. Level Two (Formal)

If, as a result of the informal discussion with the principal at level one, a grievance still exists, the aggrieved person may invoke the formal grievance procedure on the form set forth in Schedule C. The filing of the formal written grievance at Level Two must be within 10 days from the act or condition giving rise to the grievance. The grievance form shall be available from the Association representative in each building and said form shall be signed by the aggrieved person and a representative of the Association if the aggrieved person so desires representation by the Association. A copy of the completed grievance form shall be delivered to the appropriate principal. If the grievance involves more than one school building, it may be filed with Superintendent or his/her designee, in addition to the principals.

7. Level Three

If the aggrieved person is not satisfied with the disposition of his/her grievance at Level II, or if no decision has been rendered within 10 days after presentation of the grievance, then the grievance may be referred to the Superintendent or his official designee. The Superintendent shall arrange for a hearing with the aggrieved person and/or the Association, to take place within 5 days of his receipt of the appeal. The parties in interest shall have the right to include in the representation such witnesses and representatives as they deem necessary to develop facts pertinent to the grievance. Upon conclusion of the hearing the Superintendent shall have 10 days after the hearing to provide his written decision, together with the reasons for the decision, to the aggrieved person, and appropriate principal.

If the aggrieved person of the Association is not satisfied with the disposition by the Superintendent or his designee, or if no disposition has been made within 10 days of said hearing, the aggrieved person or the Association may transmit the grievance to level four.

8. Level Four

If the aggrieved person of the Association is not satisfied with the disposition of the grievance by the Superintendent or if no disposition has been made within the time limits, the aggrieved person and/or the Association shall meet within 5 days of disposition of the grievance to discuss the merits of submitting the grievance to arbitration.

8. Level Four (Cont.)

If the Association determines that the grievance is meritorious, it may submit the grievance to arbitration within 10 days of the Superintendent's disposition of the grievance or within 10 days of the time limit set for receiving the Superintendent's disposition.

Within 5 days after written notice to the Superintendent of submission to arbitration, the Superintendent, Board, and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitration to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment within the specified period, a written request for a list of arbitrators shall be made to the Public Employment Relations Board by either party. The list shall consist of five arbitrators. The Association shall strike the first name, the Board the second, the Association the third, and the Board the fourth. The party having the right to remove the first name shall do so within 2 days and the other party shall have one additional day to remove one of the two remaining names. The person whose name remains shall be the arbitrator.

The arbitrator so selected shall confer with the representatives of the Board and the Association and hold hearings promptly and shall issue his decision not later than 10 days from the date of the close of the hearings or, if oral hearing has been waived, then from the date the final statements and proofs on the issues are submitted to him. The arbitrator's decision shall be in writing and shall set forth his findings of fact reasoning and conclusions on the issues submitted. The arbitrator shall be without power or authority to make any decision which requires the terms of this Agreement. The decision of the arbitrator shall be submitted to the Board and the Association, along with the aggrieved person and shall be final and binding on the parties.

The costs for the services of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses, and the cost of the hearing room shall be borne equally by the Board and the Association. Any other expenses incurred shall be paid by the party incurring some.

D. Employee and Association Rights

Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option, by a representative selected or approved by the Association beginning with Level II. When an employee is not represented by the Association, the Association shall have the right to be present at all levels as a party of interest and shall have the right to grieve any adjustment of the employee's complaints if such adjustment is inconsistent or contrary to the provisions of this Agreement.

E. Meetings and Hearings

All meetings and hearings under this procedure shall be conducted in private and shall include only witnesses, the parties in interest, and their designated or selected representative, hereafter referred to in the Article.

F. Arbitrator

The Arbitrator in his/her opinion, shall not amend, modify, nullify, ignore or add to the provisions of the agreement. His/her authority shall be strictly by the School District and the Association and the Arbitrator's decision must be based solely and only upon his/her interpretation of the meaning or application of the express relevant language of the agreement.

ARTICLE II – SEPARABILITY, DURATION, AND SIGNATURE CLAUSE

A. Separability

If any provision of this Agreement is held to be contrary to law, then such provision shall not be deemed valid and subsisting, except to the extent permitted by the law.

B. Finality

The Association agrees that no new proposals shall be offered for negotiations during the life of this agreement for the express purpose of expanding or altering the terms of conditions of this agreement unless a financial provision or application of this agreement is held to be contrary to law.

C. Duration Period

This agreement shall be in effect as of July 1, 2006, and shall continue in effect until June 30, 2008.

D. Signature Clause

In witness whereof the parties hereto have caused this Agreement to be signed by their respective presidents, attested by their respective chief negotiator, and their signature placed thereon, on the 10th day of April, 2006.

Galva-Holstein Education Association

Association

By _____ 3/17/06
Its President (**Debra Parker**)

_____ 3/17/06
Its Chief Negotiator (**Art Witten**)

T/A Agreement

_____ 3/16/06
GHEA Chief Negotiator Date
(**Art Witten**)

Galva-Holstein Board of Education

Board of Education

By _____
Its President (**Kevin Wulf**)

_____ April 10th, 2006
Date

TA Agreement

_____ 3/16/06
G-H School Board Designee Date
(**Harold Post**)

ARTICLE III – INSURANCE

A. Health and Major Medical Insurance

Each certified employed shall be eligible for coverage by a health and major medical program with coverage currently provided. The Board shall make an annual contribution of a total of \$5,416.20 for the 2006-2007 for health and major medical insurance premiums for all full time employees. Part time certified employees shall receive that same portion of \$5,416.20 for which they are employed. (i.e. Half time teachers receive 50% of \$5,416.20 for 2006-2007). Amounts in excess of the cost of the single coverage premium may be applied toward family health insurance or taken in cash. Anytime the Board contemplates change in covered benefits, the Association will have the right to negotiate such change.

The employee shall not profit from any illness or injury covered by both sick leave and workman's compensation. Accordingly, when the employee suffers illness or injury covered by both sick leave and workmen's compensation, the employee will be paid the difference between workmen's compensation and his/her regular salary. Amounts not paid for sick leave shall accumulate. For each multiple (or major fraction thereof) equal to the employee's per diem pay the employee shall be deemed to have accumulated an additional day's sick leave.

B. Long Term Disability Insurance

All certified employees of the District working 20 hours or more per week shall be covered by long term disability insurance. Certified employees employed for less than 20 hours per week shall be covered by long term disability if allowed by the carrier. The benefit level shall be set at 60 percent of covered monthly compensation. The full premium is to be paid by the Board.

C. Coverage

The Board-provided insurance programs shall be for twelve (12) consecutive months (beginning July 1, 2006, and ending June 30, 2007. Employees new to the district shall be covered within one (1) month after the first day of work.

D. Description

1. The Board shall provide each employee or designee the right to inspect all insurance policies. If the insurance carriers provide policy booklets, they will be made available to all teachers.
2. Because the insurance coverage is coordinated with parts A & B of Medicare, the Board agrees to pay the above stated amount towards major medical insurance. The individual who reaches the age of 65 has the responsibility of applying for Medicare. The major medical carrier will pay the difference between the costs of medical services and Medicare coverage based on their schedule of payments.

E. Continuation

In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the district shall continue to pay the single coverage health and major medical insurance premium for the rest of the employee's contract year. Employees on other unpaid leave for one month or longer shall have the option (if permissible under the insurance contract) to continue said policy at their own expense.

ARTICLE IV – WAGES AND SALARIES

A. Placement

The salary of each employee covered by the regular salary schedule is set forth in Schedule A which is attached.

B. Previous Experience Credit

A teacher hired by the district shall be given credit, up to five years, for each year of previous teaching experience. The Board reserves the right to give credit for additional years of experience in order to secure necessary staff members.

C. Advancement on Salary Schedule

1. Increments

Each teacher shall be placed on his/her respective step at such time as their contract begins after the effective date of this Agreement. Any employee hired for one full semester (on their original hiring) shall be given credit for one year of service toward the next increment step. Those hired after the beginning of the second semester will not advance.

2. Education Lanes

Employees on the regular salary schedule who move from one educational lane to a higher educational lane shall move across to the corresponding eligible step on the higher lane. For an employee to advance from one educational lane to another, he shall file an official transcript showing additional educational credit with the Superintendent no later than September 10.

Those who plan to take additional hours during the summer months must file a statement of intent by April 1 of the year preceding the new contract so that provisions for such raises can be made in the salary budget.

3. In the event that there is less than a \$200 base raise, a teacher who has reached the bottom level of training lane shall be provided with a career increment that equals the difference between \$200 and the base raise.

4. Longevity Pay

Each teacher that has completed one full year at the last step of each training lane shall receive a \$900 longevity increment for the next contract year in addition to the change that occurs in the salary schedule.

Partial contract teachers shall receive that same portion of \$900 for 2006-2007 for which they are employed. (i.e. Half time teachers receive 50% of \$900 for 2006-2007)

D. Method of Payment

Each employee shall be paid in twelve (12) equal installments on the 20th day of the month. When a pay date falls on or during a school holiday, vacation or weekend, employees shall receive their pay checks on the last previous working day. Requests for payment in 9 equal installments will be considered on an individual basis. All requests shall be submitted to the Superintendent.

E. Supplemental Pay

Each employee who has assignments in both Galva and Holstein shall be reimbursed at the rate approved by the Board for travel expenses which occur during the course of a workday.

These travel expenses would involve travel between the two communities or for the attendance at out-of-town meetings by certified personnel at the request of the administration.

1. Exceptions

No travel pay would be given when the employee enters into a contract agreement wherein his or her sole responsibility would be at one designated site.

No travel pay would be incurred if the district provided means of transportation to and from the work site, or if transportation to out-of-town meetings, requested by the administration, is provided.

2. Extracurricular Activities

Approved activities: The Board and the Association agree that the extracurricular activities listed in Schedule B are official school-sponsored activities.

Employees responsible for extracurricular activities assigned as listed in Schedule B will be compensated according to the rates of pay established in Schedule B which is attached and is a part of this Article.

F. Employee Physicals

The school district shall pay the actual cost up to \$60 toward the cost of a required employee physical. Employee has the responsibility of first submitting bill to insurance carrier. The difference of \$60 and the amount paid by the insurance carrier will be paid by the district. The employee must submit a copy of all billing information pertaining to the physical to be eligible for reimbursement.

ARTICLE V – EMPLOYEE WORK YEAR

A. Calendar

The Association shall have the opportunity to provide input into the development of the school calendar.

B. In-School Work Year

1. Definition of In-School Work Year

The in-school work year shall include days when pupils are in attendance, orientation days, and any other days on which employee attendance is required.

ARTICE VI – EMPLOYEE HOURS AND WORK LOAD

Hours of Work

The normal workday shall be an 8-hour day, except on Fridays, and days preceding holidays and vacation periods when the workday shall end after the last bus has departed the educational center assigned. Employees may be granted permission for late arrival or early departure at the sole discretion of the building administrator or his designee.

Meetings

Employees may be required to attend faculty or other professional meetings without additional compensation. After school meetings normally shall not be called on Fridays except those scheduled into the calendar. Any scheduled meeting on Friday shall end at 4:00 p.m. After school meetings normally shall not be called on any day immediately preceding a holiday or vacation period.

ARTICLE VII – REDUCTION AND REALIGNMENT

A. Coverage

All certified personnel

B. Reduction

When staff reduction is to be implemented, the administration shall attempt to accomplish the same by attrition. In the event necessary reduction in staff cannot be adequately accomplished by attrition, the administration shall base its decision as to resulting contract renewals on the relative skill, ability, competence, and qualifications of available teachers to do the available work within the individual administrative units (K-6, 7-12). In addition, reductions in the 7-12 unit shall be accomplished within academic departments of the unit (math, science, social studies, English, etc.). Skill, ability, competence, and qualifications shall be determined by evaluation documentation, past and current, in the employee's personnel file as well as certification. If a choice must be made between two or more teachers of equal skill, ability, competence, and qualifications to do the available work within individual administrative units, contract renewals will be given to the teacher with the greater seniority. For purposes of this article only, seniority shall be computed on a prorated basis with teachers who teach at least 0.4 but less than full-time accruing seniority based on their percentage of full-time employment. Teachers who teach less than 0.4 shall not accrue any seniority. In cases of ties in years of seniority, the employee with the lower last four digits in their social security number shall be deemed to have greater seniority. Termination of employment with the district, or becoming employed with the district less than 0.4 shall break seniority.

C. Recall Rights

Any full-time employees laid off due to this policy, shall for a period of one year following the effective date of layoff be entitled to recall for any position that becomes available in which the employee has had previous academic department (math, science, social studies, English, etc.) experience in the school district and for which the employee is certified.

Any full-time employees who teach at least half-time and who are laid off due to this policy, shall for a period of one year following the effective date of layoff be entitled to recall for any position that becomes available in which the employee has had previous academic department (math, science, social studies, English, etc.) experience in the school district and for which the employee is certified.

Any part-time employees who teach at least half-time and who are laid off due to this policy, shall for a period of one year following the effective date of layoff be entitled to recall to the position for which they were laid off or to a part-time position that becomes available and for which the employee has had previous academic department (math, science, social studies, English, etc.) experience in the school district and for which the employee is certified. Part-time employees shall not have recall rights to full-time positions.

Any employee recalled to any available position shall notify the Board in writing of his/her acceptance of the position not later than five (5) days after the receipt of a certified letter from the Board notifying him/her of his/her recall. Failure of the employee to notify the Board of his/her acceptance of the recall shall be deemed a rejection of the same and the employee shall have no further recall rights.

C. Recall Rights (Cont.)

If more than one employee is eligible for a position under this policy, employees shall be recalled in reverse order of their layoff.

Any employee laid off in accordance with this policy upon his/her recall shall resume the same position on the salary schedule as he/she occupied at the time of his/her layoff. For the purposes of this policy, the layoff begins the last day of the school year in which the Superintendent's written notice of recommendation to terminate is received. It is the responsibility of the teacher to keep the Board informed of his/her address during their layoff.

D. Resignations and Terminations

Any teacher who resigns upon request for reasons of staff reduction or realignment or is terminated under Section 279.13 for these reasons shall be accorded the recall rights provided by this policy unless specifically waived in writing.

ARTICLE VIII – EMPLOYEE EVALUATION

A. Notification – Assigned Employee

Within four (4) weeks after the beginning of each school term, the building principal or appropriate supervisor shall acquaint each employee under his supervision with the evaluation procedures, standards, and instruments and advise each employee as to the designated supervisor who may observe and evaluate his/her performance. The purpose of the orientation is to achieve mutual understanding of the evaluation system. No evaluation shall take place until such orientation has been completed.

B. Definitions

Formal evaluation – involves pre-conference classroom visitation, subsequent written evaluation and post conference.

C. Observation

Closed circuit television or electronic equipment shall not be used for evaluation of teacher's performance without mutual agreement.

D. Frequency of Evaluation

The classroom teaching performance of regular full-time or part-time first and second year classroom teachers shall be formally evaluated a minimum of twice each school year (once each semester) following the procedures prescribed by the Teacher Quality Program.

Beyond their second year of service, classroom teachers will be formally evaluated a minimum of once each year and/or will be evaluated following the procedures prescribed by the Teacher Quality Program.

E. Formal Evaluation Procedures

1. Pre-Evaluation Conference

E. Formal Evaluation Procedures (Cont.)

A pre-evaluation conference must be held between the appropriate supervisor and the employee at least one (1) school day prior to all formal evaluations so that the evaluator may be apprised of the objectives, methods, and materials planned for the performance situation to be evaluated. At the pre-conference the teacher and the appropriate supervisor shall agree on the length of the classroom observation. In the event agreement cannot be reached, a minimum of 20 minutes of observation shall be conducted.

2. Results of the formal classroom observations provided for in Section D above shall be in writing with a copy given to the teachers, and shall be preceded by an in-class observation of the teacher's performance.
3. The evaluator shall have a meeting as soon as possible, but no later than five (5) days, with the teacher following classroom observation. A follow-up conference will be granted at the teacher's request within two days prior to submission of the written evaluation report to the Superintendent.
4. The teacher shall have the right to submit an explanation or other written statement regarding the evaluation for inclusion in his/her personnel file. All evaluation reports during this contract period shall be available at reasonable times and places determined by the principal, for the teacher's inspection in the principal's office.
5. Any complaints directed toward an employee which are to be placed in his/her personnel file shall be called to the employee's attention and initialed within two days.
6. This article deals with but a single method of teacher evaluation, i.e., evaluation of classroom teaching performance. Nothing in this article is to be construed as precluding informal evaluation of teachers in performance of their duties.

ARTICLE IX – SICK LEAVE

A. Emergency/Sick Leave

During the formal school year, eligible employees will be granted Emergency/Sick Leave pursuant to the following schedule:

- 1st year of employment – 12 days
- 2nd year of employment – 13 days
- 3rd year of employment – 14 days
- 4th year of employment – 15 days
- 5th year of employment – 16 days
- 6th year of employment – 17 days

Emergency/Sick Leave would include necessary absences from school for personal illness or illness in the immediate family which would require the eligible employee to be absent. Immediate family would include: spouse, child or parent.

A. Emergency/Sick Leave (Cont.)

Emergency Leave would also include necessary absences from school due to accidents within the immediate family (spouse, child or parent) or other conditions, such as blocked roads from the employee's home, which may warrant a necessary absence from school as determined by the building principal/administrative team. The reason for a request of Emergency Leave must be provided to the building principal at the time of the request. The building principal/administrative team may in each instance require reasonable evidence of such emergency or illness.

Emergency leave shall be used in a judicious manner and will be limited to a maximum of four days per year per employee.

Any unused Emergency/Sick Leave in any one year shall be credited for use in subsequent years with the maximum of 100 days so accumulated.

This shall only apply to consecutive years of employment in the Galva-Holstein Community Schools. If an eligible employee leaves the system and then returns, the accumulation of Emergency/Sick Leave begins as if it were the eligible employee's first year in the system. No eligible employee may be allowed to use more than 100 days of Emergency/Sick Leave in a contract year.

Should an employee terminate his/her employment or be terminated for cause, any unused accumulated Emergency/Sick Leave shall be forfeited.

Eligible employees will, to the greatest extent possible, schedule medical appointments outside of regular school hours. Sick Leave may be used for medical appointments for the employee which cannot be scheduled outside of regular school hours.

Additional, continuous days of absence without pay for the remainder of the contract year may be granted by the Superintendent.

ARTICLE X – EXTENDED LEAVE WITHOUT PAY

A. Illness of Employee or Immediate Family

An employee who is unable to work because of personal illness or disability, or illness, death, or disability of a member of his/her immediate family shall be granted a leave of absence without pay for the duration of such illness or disability up to the end of the school year upon written request by the employee.

The Board of Education may in each instance require reasonable evidence of such illness and/or disability.

Upon returning to employment, the employee shall assume all previous rights and privileges. An employee shall be entitled to all raises and increments upon return if the employee serves at least ninety (90) days of the school year.

B. Good Cause

Other extended leaves of absence without pay may be granted in writing by the Superintendent for good reason.

ARTICLE XI – TEMPORARY LEAVES OF ABSENCE

- A. As of the beginning of the 1982-83 school year, employees shall be entitled to the following temporary, non-cumulative leaves of absence with full pay each school year.

1. Jury Leave

Teachers who desire to serve shall be excused for jury duty by the Superintendent with pay for the time excused reduced by the amount the teacher receives for jury duty. In addition, a teacher subpoenaed to appear in a court of law shall be excused without loss of pay, except a teacher who is the plaintiff in a law suite shall not be paid for attendance at any court related proceeding.

2. Bereavement Leave

Up to five days of leave shall be granted at any one time in the event of a death in the teacher's immediate family. An immediate family is defined to be the teacher's spouse, parent, child, son-in-law, daughter-in-law, father-in-law, mother-in-law, brother or sister. Up to two days of leave per year shall be granted due to deaths other than the immediate family.

In the event of the death of an employee or student in the Galva-Holstein School District, the principal or immediate supervisor of the employee or student shall grant to an appropriate number of employees (determined by the principal) sufficient time to attend the funeral.

3. Professional Leave

Professional leave days shall be agreed upon between the teacher and his/her principal. Professional days may be used for the purpose of:

- a. Visitation to view other instructional techniques or programs.
- b. Conferences, workshops, or seminars conducted by colleges, universities, or other educational institutions or organizations.

Employees may also be requested by their principal to give an oral report to the staff or Board of Education. If the employee wishes to attend a professional meeting, he/she must seek approval five days prior to absence.

Teachers who are absent to attend the above stated activities shall not have deductions taken from their salaries provided the activity has been approved by the administrator. Actual expenses incurred by employees for the necessary lodging, transportation, and registration will be reimbursed by the Board.

4. Personal Leave

Employees shall be allowed three days of personal leave per year. The district shall pay the cost of a substitute for the first two days, the teacher will pay the cost of the substitute for the third day.

An employee will not be allowed to use the three days of personal leave on consecutive work days. Except in the case of an emergency situation, application for personal leave shall be made in writing at least three (3) school days prior to the requested leave date and must be submitted to the building administrator or his designee for approval. Should an emergency situation occur where it would not be possible to make application for prior

Temporary Leaves of Absence (Cont.)

approval, the necessity for securing prior approval shall be waived. However, the employee shall be expected to notify the principal or other supervisor of such an emergency. Exceptions to these limitations may be made by the superintendent in his sole discretion. No more than 4 employees in the district shall be on personal leave the same day. In the event there are more requests than this policy allows, leave will be granted on a first request basis.

5. Association Leave

A total of two days shall be available for representatives of the Association to attend the delegate assembly and an additional two days may be granted at the discretion of the principal. The Association will reimburse the District the cost of substitute teachers.

6. Other Leaves

The Superintendent may grant other paid or unpaid leaves upon the filing of a written request for such leave by an employee.

ARTICLE XII – TRANSFER PROCEDURE

A. Definition

The movement of an employee to a different grade level, curriculum department, or building shall be considered a transfer.

B. Voluntary Transfer

Any teacher may apply for a voluntary transfer. Such application shall be made in writing to the Superintendent

C. Involuntary

1. Notice of an involuntary transfer shall be given in writing to the employee prior to the transfer.
2. Prior to an involuntary transfer, the teacher shall be given an opportunity to meet with the Superintendent to discuss the reasons therefore, and to give his/her reasons for protesting this transfer.
3. Involuntary transfer shall not be made for arbitrary and/or capricious reasons.

ARTICLE XIII – DUES DEDUCTION

A. Authorization

Any employee who is a member of the Association or who has applied for membership may sign and deliver to the Board an assignment authorizing payroll deduction of professional dues. The form of the assignment shall be as set forth in Schedule D.

B. Regular Deduction

Pursuant to a deduction authorization, the Board shall deduct one-tenth (1/10) of the total dues from the regular salary check of the employee each pay period for ten (10) months, beginning with the first pay period.

C. Prorated Deduction

Employees who begin employment after September 8 shall have the total dues pro-rated on the basis of the remaining months of employment through June 20.

ARTICLE XIV – SENIORITY PROVISION

- A. Seniority shall be district-wide except as may be amended by Article VII: Reduction and Realignment and shall be computed from the first day of service.
- B. Seniority will not be broken by extended leaves of absence, but such time will not be counted in computing seniority.

SCHEDULE A – 2006-2007**GALVA-HOLSTEIN COMMUNITY SCHOOL DISTRICT****SALARY SCHEDULE 2006-2007**

STEP	BA	BA + 15	BA + 24	MA	MA + 15
0	\$ 23,700.00	\$ 24,648.00	\$ 25,122.00	\$ 25,833.00	\$ 26,307.00
1	\$ 24,648.00	\$ 25,633.92	\$ 26,126.88	\$ 26,866.32	\$ 27,359.28
2	\$ 25,596.00	\$ 26,619.84	\$ 27,131.76	\$ 27,899.64	\$ 28,411.56
3	\$ 26,544.00	\$ 27,605.76	\$ 28,136.64	\$ 28,932.96	\$ 29,463.84
4	\$ 27,492.00	\$ 28,591.68	\$ 29,141.52	\$ 29,966.28	\$ 30,516.12
5	\$ 28,440.00	\$ 29,577.60	\$ 30,146.40	\$ 30,999.60	\$ 31,568.40
6	\$ 29,388.00	\$ 30,563.52	\$ 31,151.28	\$ 32,032.92	\$ 32,620.68
7	\$ 30,336.00	\$ 31,549.44	\$ 32,156.16	\$ 33,066.24	\$ 33,672.96
8	\$ 31,284.00	\$ 32,535.36	\$ 33,161.04	\$ 34,099.56	\$ 34,725.24
9	\$ 32,232.00	\$ 33,521.28	\$ 34,165.92	\$ 35,132.88	\$ 35,777.52
10		\$ 34,507.20	\$ 35,170.80	\$ 36,166.20	\$ 36,829.80
11			\$ 36,175.68	\$ 37,199.52	\$ 37,882.08
12				\$ 38,232.84	\$ 38,934.36
13					\$ 39,986.64

New salary schedule for 2007-2008 will reflect a 4% increase to be divided in the same manner as agreed upon in negotiations. New salary schedule will be provided when contracts are issued for 2007-2008.

GALVA-HOLSTEIN COMMUNITY SCHOOL DISTRICT
EXTRA DUTY SALARY SCHEDULE 2006-2007

		\$ 23,700.00	\$ 24,648.00	\$ 25,596.00	\$ 26,544.00	\$ 27,492.00	\$ 28,440.00
		0	1	2	3	4	5
ATHLETIC DIRECTOR – HEAD COACH-FOOTBALL, BASKETBALL, WRESTLING, VOLLEYBALL, BASEBALL, SOFTBALL	10.50%	\$ 2,488.50	\$ 2,588.04	\$ 2,687.58	\$ 2,787.12	\$ 2,886.66	\$ 2,986.20
HEAD COACH – TRACK	9.50%	\$ 2,251.50	\$ 2,341.56	\$ 2,431.62	\$ 2,521.68	\$ 2,611.74	\$ 2,701.80
BAND, VOCAL, YEARBOOK, HEAD GOLF, HEAD CROSS COUNTRY	8.00%	\$ 1,896.00	\$ 1,971.84	\$ 2,047.68	\$ 2,123.52	\$ 2,199.36	\$ 2,275.20
ASS'T COACH – FOOTBALL, BASKETBALL, WRESTLING, VOLLEYBALL, BASEBALL, SOFTBALL	7.00%	\$ 1,659.00	\$ 1,725.36	\$ 1,791.72	\$ 1,858.08	\$ 1,924.44	\$ 1,990.80
ASS'T COACH – TRACK	6.50%	\$ 1,540.50	\$ 1,602.12	\$ 1,663.74	\$ 1,725.36	\$ 1,786.98	\$ 1,848.60
JR. HIGH MUSIC #1	6.00%	\$ 1,422.00	\$ 1,478.88	\$ 1,535.76	\$ 1,592.64	\$ 1,649.52	\$ 1,706.40
DRILL TEAM, JH COACH - FOOTBALL, BASKETBALL, VOLLEYBALL, WRESTLING, TRACK	5.00%	\$ 1,185.00	\$ 1,232.40	\$ 1,279.80	\$ 1,327.20	\$ 1,374.60	\$ 1,422.00
BASKETBALL CHEERLEADER, JH ASSISTANT COACH	4.50%	\$ 1,066.50	\$ 1,109.16	\$ 1,151.82	\$ 1,194.48	\$ 1,237.14	\$ 1,279.80
DRAMA – EACH PLAY, SPEECH, ASS'T CROSS COUNTRY, FB CHEERLEADER SPONSOR	4.00%	\$ 948.00	\$ 985.92	\$ 1,023.84	\$ 1,061.76	\$ 1,099.68	\$ 1,137.60
NEWSPAPER (IF OUTSIDE CONTRACT DAY)	3.00%	\$ 711.00	\$ 739.44	\$ 767.88	\$ 796.32	\$ 824.76	\$ 853.20
HS MUSICAL (VOCAL & PIT BAND), JR. CLASS SPONSOR, MODEL UN, QUIZ BOWL, MOCK TRIAL, JH MUSIC #2	2.00%	\$ 474.00	\$ 492.96	\$ 511.92	\$ 530.88	\$ 549.84	\$ 568.80
NATIONAL HONOR SOCIETY	1.00%	\$ 237.00	\$ 246.48	\$ 255.96	\$ 265.44	\$ 274.92	\$ 284.40

All professional staff will be offered first opportunity to fill any positions that become available on the extra duty schedule.
The board reserves the right to deviate from the extra duty schedule for anyone not holding a professional contract with the Galva-Holstein School.

SCHEDULE C

Distribution Form

1. Association
2. Employee
3. Appropriate Supervision
4. Superintendent

Date Filed

School District

Building

Name of Aggrieved Person

Level II

A. Date Violation Occurred _____

B. Section(s) of Contract Violated _____

C. Statement of Grievance _____

D. Relief _____

Signature

Date

E. Disposition by Principal or Immediate Supervisor _____

Signature of Principal or Immediate Supervisor

Date

Level III

A. _____
Signature of Aggrieved Person Date Received by Superintendent

B. Disposition by Superintendent or Designee _____

Signature of Superintendent or Designee Date

Level IV

A. _____
Signature of Aggrieved Person Signature of Association President

B. _____
Date Submitted to Arbitration Date Received by Arbitrator

C. Disposition and Award of Arbitrator _____

Signature of Arbitrator Date

SCHEDULE D

DUES DEDUCTION AUTHORIZATION FORM

_____	_____	_____
First Name	Initial	Last Name

I hereby request and authorize the Board of Education, as my remitting agent, to deduct from my earnings each month until this authorization is changed or revoked as provided herein a sufficient amount to provide for the monthly payment of the prevailing rate of dues, which amount is to be remitted each month for me and on my behalf to the Treasurer of the Association.

It is understood that this authorization shall begin on the first payroll period following this date and shall continue through June from the date hereof.

Employee Signature

Social Security Number

Date